

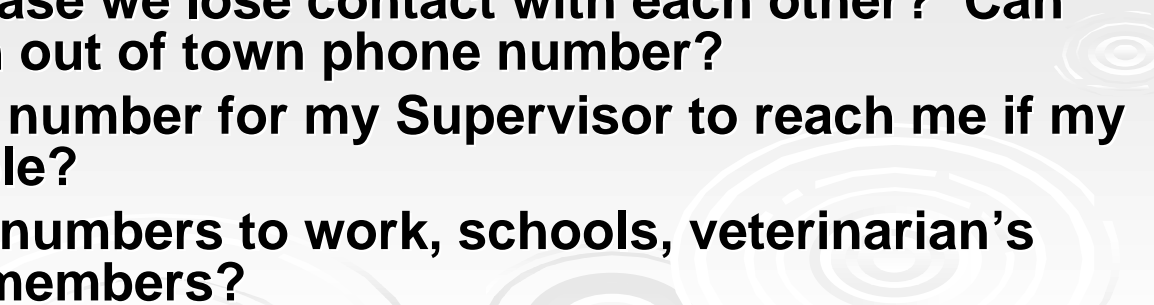


Your Personal Disaster Emergency Preparedness Plan

PURPOSE:


- Per BJ 2008-32, the Department of Children and Family Services (DCFS) is the primary agency responsible for mass care, housing and human services during an emergency or disaster.
- The purpose of this training is to assist you in developing a plan of action so that you and your family are prepared in the event you are called by DCFS to respond to a disaster.
- Each DCFS employee must certify that they have received training on creating a personal disaster emergency preparedness plan.
- Due to lack of preparedness you may be unable to comply with Emergency Preparedness Policy 1-02 and therefore may become subject to disciplinary action.

Questions to Consider in Developing Your Disaster Emergency Preparedness Plan

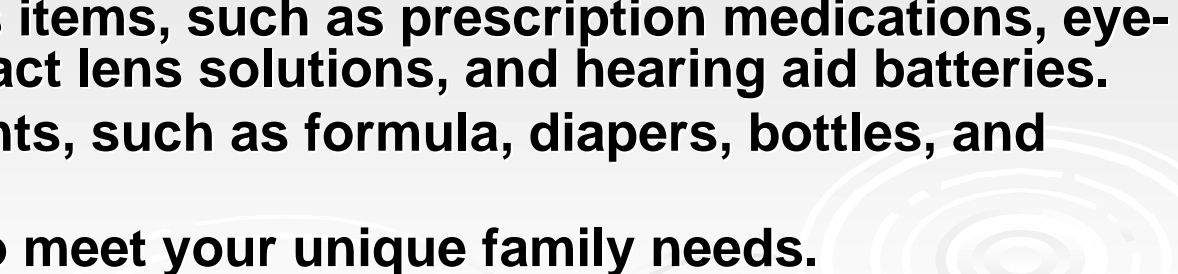
- **Who will care for the children in my care?**
 - **Who will care for the elderly or family members with disabilities in my care?**
 - **As most shelters do not accept pets, what will I do with my pets if my family has to evacuate to a shelter?**
 - **Who will provide transportation for my family members while I am working at a disaster location?**
 - **Have I notified and authorized an alternate person to pick up my children from school if I am deployed to a disaster location?**
 - **Where is a central location for my family to unite before and after a disaster has occurred?**
 - **What are two phone numbers my family can use as a central contact number in case we lose contact with each other? Can we also establish an out of town phone number?**
 - **What is an alternate number for my Supervisor to reach me if my phone is not available?**
 - **What are the phone numbers to work, schools, veterinarian's office, other family members?**
- 

STEPS TO DEVELOPING YOUR EMERGENCY PLAN:

<http://www.fema.gov/areyouready/index.shtm>

- 1. Obtain information about hazards and emergencies that may affect you and your family.**
 - 2. Instruct your family where to seek shelter for each type of hazard.**
 - 3. Advise your family of hazard specific preparedness.**
 - 4. Identify community warning systems and evacuation routes.**
 - 5. Obtain school and community evacuation plans.**
 - 6. Select two central locations for family members to meet.**
 - 7. Set up a communication plan, including names and phones numbers, of a point of contact person in and out of state, if possible.**
 - 8. Plan how to care for your pets including food and medication.**
 - 9. Establish a plan for children and others in your care prior to reporting to a DCFS assigned work location.**
 - 10. Collect and assemble a disaster supply kit.**
- 

ASSEMBLING A DISASTER SUPPLY KIT

- 1. Three-day supply of non-perishable food, water, (one-gallon per day per person).**
 - 2. Portable, battery-powered radio, television, flashlights and extra batteries.**
 - 3. First aid kit, manual, sanitation and hygiene items (moist towelettes and toilet paper).**
 - 4. Matches in a waterproof container and whistle.**
 - 5. Extra clothing, blanket and pillow for each family member.**
 - 6. Kitchen accessories and cooking utensils, including a can opener.**
 - 7. Photocopies of credit cards, I.D., birth and marriage certificates, insurance policies, wills, deeds, lease, stocks, bonds, etc.**
 - 8. Cash and coins.**
 - 9. Special needs items, such as prescription medications, eye-glasses, contact lens solutions, and hearing aid batteries.**
 - 10. Items for infants, such as formula, diapers, bottles, and pacifiers.**
 - 11. Other items to meet your unique family needs.**
- 

SHELTERING



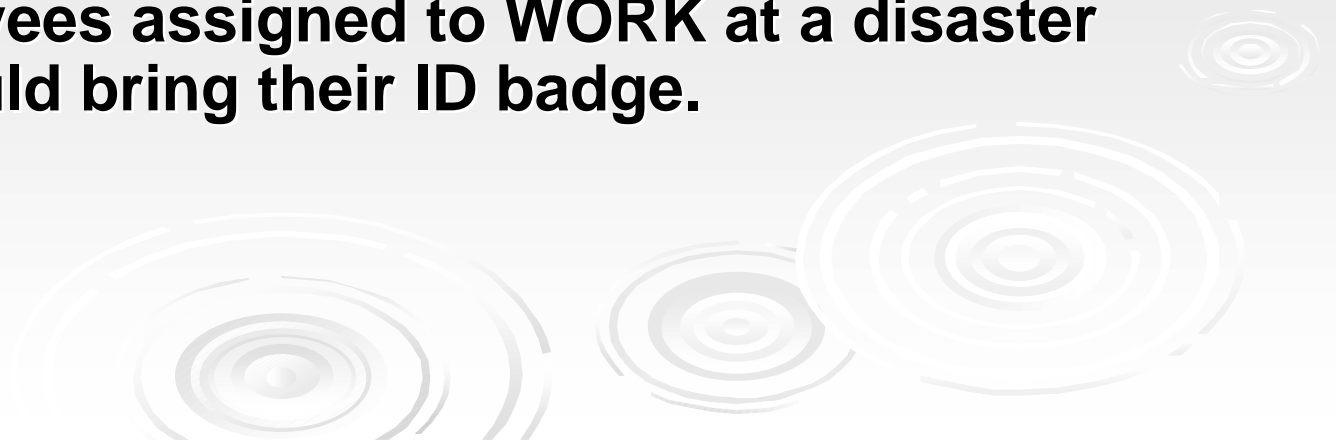
Sheltering is appropriate when conditions require that you seek protection in your home, place of employment or other location when disaster strikes.

Mass care sheltering in a confined space with many people can be stressful. It is important to cooperate with shelter managers and others assisting them to avoid conflicts.



WHAT TO BRING TO A SHELTER

- **Driver's license and/or I.D. card for each family member.**
- **Change of clothing, blanket and pillow for each family member.**
- **Your disaster supply kit, including food, prescription medicines, hygiene items, comfort items for infants and elderly family members.**
- **DCFS employees assigned to WORK at a disaster location should bring their ID badge.**



WHAT NOT TO BRING TO A SHELTER



- No Weapons, drugs, alcohol or pets (service animals excluded) allowed in shelters.

NOTE: Smoking is not allowed in Red Cross shelters.

- DCFS Employees **MUST** secure arrangements for care of dependent family members prior to reporting to an assigned work location.



HAZARD SPECIFIC PREPAREDNESS

Chemical or Nuclear Event

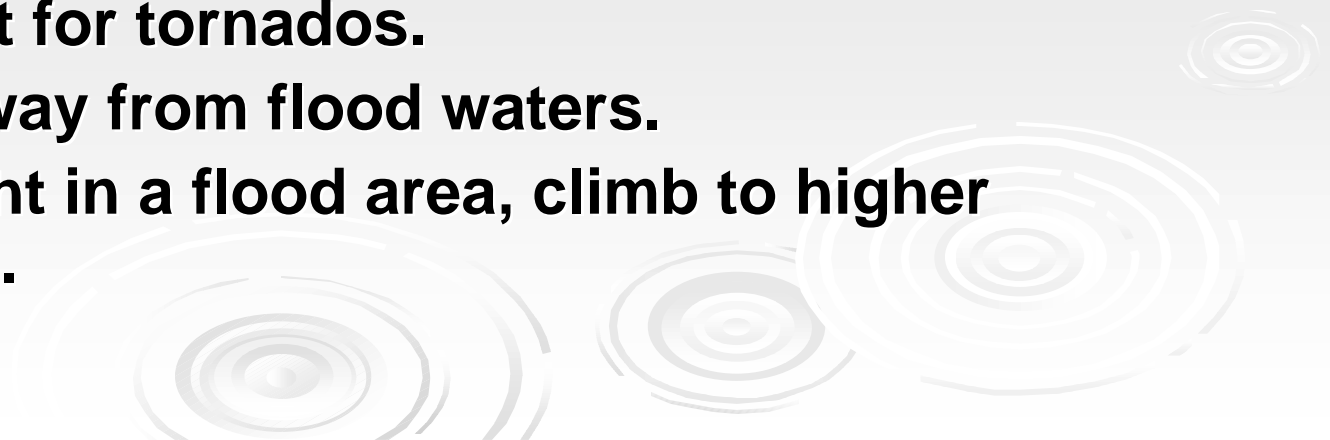


- 1. Go in doors, close all windows and doors.**
- 2. Turn off AC, fans, all ventilations.**
- 3. Tune in to local radio/TV to receive official notices.**
- 4. Limit phone usage for emergency only. This prevents overloading lines.**
- 5. Remain indoors until notified all is safe.**

Hurricane



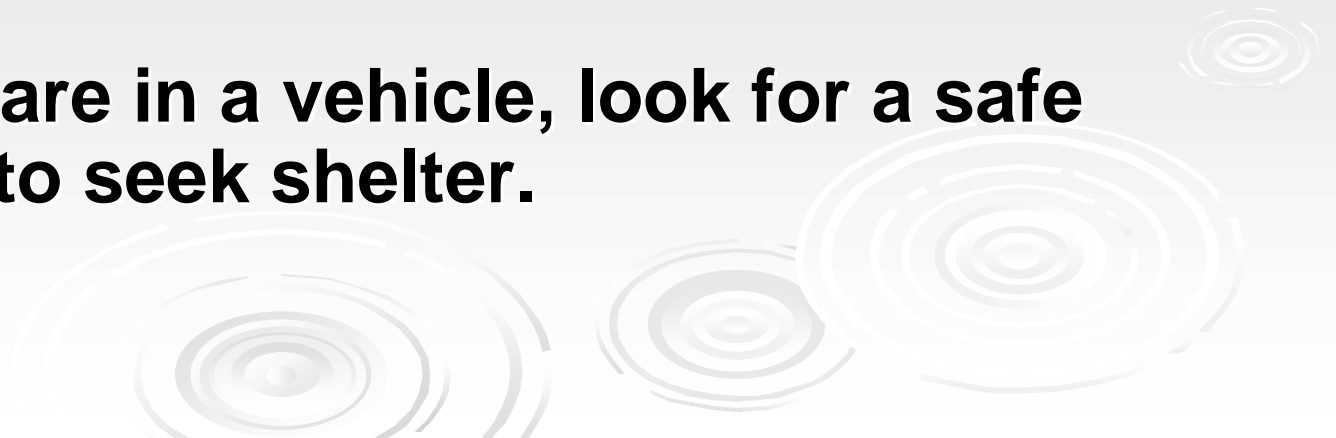
1. Listen to radio/T.V. stations for storm information.
2. Secure any outdoor furniture or objects.
3. Cover windows of your home with shutters or plywood.
4. Fill your vehicle's gas tank.
5. If you are not advised to evacuate, stay indoors, away from windows.
6. Be alert for tornados.
7. Stay away from flood waters.
8. If caught in a flood area, climb to higher ground.



Tornado



- 1. Remain indoors, in the center of your home away from windows.**
- 2. If you are outside, lie flat in a ditch or low-lying area.**
- 3. If you are in a vehicle, look for a safe place to seek shelter.**



PERSONAL PLAN CERTIFICATION

- I certify that I have been trained on creating a Personal Disaster Emergency Preparedness Plan for me and my family. I understand that I have an obligation, per DCFS Policy 1-02, to report to work if I am called to do so. I understand that the creation of a personal disaster emergency plan allows me to prepare for my family's well-being and to meet my obligation to work where I am assigned.
- I also understand that should my family have a need to seek shelter, they must follow the shelter's rules for placement and residing in a shelter, and should they be placed in the same shelter where I am assigned to work, that DCFS, as my employer, is not responsible for their well-being.

Signature

Date

Print Name/Job Title

Agency/Division

YOU MUST PRINT THIS PAGE, SIGN, DATE AND FORWARD TO THE SAFETY OFFICER OF YOUR AGENCY.